



We Are **Different**.
We Are **Able**.

Vision: To empower the student body to transform perception of individuals with disabilities.

Mission: To provide an equitable collegiate experience to adults with special needs who historically have not had access to college education.

CAA Policies & Procedures for Students, Parents, Guardians, & Careproviders: Updated **September 2020**

Please retain & keep in a convenient spot for easy reference 😊

Mission: College of Adaptive Arts provides an equitable collegiate experience to adults with special needs who historically have not had access to college education.

Vision: College of Adaptive Arts empowers the student body to creatively transform the way the world views individuals with disabilities. CAA creates successful contributing citizens through the arts.

Parents/caregivers will be held to the same behavioral standards as students. CAA practices an open door policy regarding communications related to the information herein.

➤ **In Case of Emergency Out-of-Town Contacts (if Bay Area Communication is out):**

Mia Peter (Dr. Pam's Sister-in-Law in Malibu): 310-454-6182

Bev Prosser (Danie's mom in San Diego): 408-483-5604

Jill Ellenberger (DeAnna's Mom in Indiana): 260-273-2480

Absence Line to Leave Message: 408-538-3809, ext. 0

One Call Now Information: Make sure the Front Desk staff has your 3 best emergency contact options, including email, cell phone, and land line on file of whom to contact in case of an emergency. We update our OneCallNow emergency portal each quarter through which we will contact you in case of an emergency.

➤ **Weekly Updates Email – Make Sure You Are Receiving Each Monday Morning**

Weekly Update Emails: Each Monday morning of the quarter latest information is conveyed about upcoming community performances, school closures on Mid-Quarter (Week 6) & Inter-Quarter Break (2-3 weeks between quarters).



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Please send an email to info@collegeofadaptivearts.org if you are not receiving Monday morning Weekly Updates. Please read these emails – they contain the latest weekly updates regarding classes, workshops, events, and upcoming community performances. The content of the updates will also be uploaded to www.collegeofadaptivearts.org website for review by each Monday evening.

➤ **Parent Participation Model:**

CAA represents a new and innovative lifelong collegiate model of lifelong education for adults with special needs. CAA is debt-free and has grown significantly since inception in 2009; however, staff are not yet at a point of making living wages, although that is certainly the vision, along with ultimately giving all CAA staff the opportunity to select as their main profession.

Under these circumstances, we welcome and encourage parent and careprovider participation with their students and in growing this collegiate model. It has been found that the most successful students are the ones where the parent/careproviders are actively involved in ongoing communications with the students regarding their learning/performing experiences.

Families/careproviders/legal guardians are requested to participate in **2 CAA-related activities** a year [during non-COVID, typical in-person times]. These activities include but are not limited to: volunteering at an event, coming to Parent Advisory Council meetings, donating a gift basket to a silent auction, finding CAA a new corporate sponsor, finding CAA new prospective student candidates, helping recruit new community members to attend weekly tours at the site, volunteering to help on a committee, helping to conduct a fundraiser for CAA. These activities may also be applied for possible tuition credit through the student scholarship application process.

To continue to grow and promote this innovative education model, we highly encourage all CAA families to mark on their calendars to attend the following community events [during non-COVID, in-person times]:

❖ **CAA School of Communications Showcase:** Bring your student out to showcase in the Communications classes of



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Speaking with Confidence, Poetry, Reading Partners, Student Council & Writing Lab; Each February

- ❖ **CAA Staff Showcase:** Attend as an audience member and bring out your networks: Each March/April
- ❖ **CAA Golf Classic Fundraiser:** Plan to play golf with your special needs golfer or attend the banquet dinner/silent auction in the evening: each September/November
- ❖ **Graduation/Holiday Concert Choir:** Plan to attend and hear the enjoy the holiday concerts from the Adaptive Guitar Class, Concert Choir & to celebrate the latest undergraduates (60 units), graduates (additional 120 units) or post-graduates (additional 240 units).
- ❖ **Christmas in the Park Performance:** Bring your students/family/network out to enjoy each of the 10 CAA touring troupes: Each December
- ❖ **Annual Musical Theatre:** Cumulative Musical Theatre Production each March



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Opportunities to Volunteer

College of Adaptive Arts welcomes and encourages volunteer participation to help grow this innovative collegiate model of lifelong education:

Moving The Mountain: 2009-2020
 Striving Towards \$2 Million Fiscal Sustainability

\$811k
 Established Board Task Forces:
 Corporate Donors
 Monthly Recurring Donors
 Invitations to Weekly Tours
 Local Publicity
 Grants

To Be Realized
1.2 Million
 Sustainable • Replicable
 Current Board Task Force Focus:
 Higher Education Partnerships
 Higher Education Legislation
 Donor Engagement
 Events
 Celebrity Spokesperson
 National Publicity

2 Million CAA Collegiate Model
 Strategic Overarching Board Task Forces:
 Public Relations
 Donor Development
 Site Replication Partnerships
Vision:
 Nationwide recognition
 Access to college for adults of all abilities
 Fully paid staff
 Dynamic successful fundraising plan
 All schools underwritten
 Ongoing funding through grants
 Recognition of abilities of everyone

Currently Seeking Individuals To Join All Task Forces

Yes! I'd like to get involved!!!

Name: _____

Best Contact: _____

➤ **How you can help:** _____



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➤ **Tuition, Billing & Regional Center POS Requests**

Registration for each quarter happens online through the ProClass registration tab on the College of Adaptive Arts website. Currently enrolled students will have the opportunity to register for classes for the following quarter prior to open enrollment of new prospective students.

If using Regional Center billing, please send proof of registration to your service provider so that a Purchase of Service request can be approved. Use vendor number ZS0975, code 102, \$27.24 per hour. Regional Centers request that registration of classes be submitted for POS approval before the start of each quarter.

Each individual class is 10 units per quarter (10 weeks of instruction, one hour per week). The San Andreas Regional Center requests that proof of registration of classes happen before the start of each quarter.

It is recommended that students limit classes to 3 consecutive classes in one day due to fatigue. If students choose to take more than 3 consecutive classes in one day, a parent or careprovider will need to remain during class time to support the student's learning process.

Tuition is \$275/class. Scholarships will now be given on a case by case basis, with a maximum class limit of 3 classes per quarter. College of Adaptive Arts is committed to working with all families & careproviders to finding a solution so that adults with a differing ability may continue their education if they desire at the College of Adaptive Arts.

Outside activities such as Golf, Gaming & any other extra-curricular will require a \$50 season fee & a full student application submitted if prospective participant is not a registered CAA student.

If paying privately for tuition or extra classes not paid through the Regional Center, balances need to be paid in full by the end of the current quarter. For prospective new students, the enrollment procedures are as follow:



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- Sign up for a Weekly tour [virtual during COVID Shelter in Place time] through the College of Adaptive Arts website to be attended by the student and their guardian/decision-maker.
- Return completed Student Application packet for review – now online or by emailing student registrar Katie Zeisl at katie@collegeofadaptivearts.org.
- Be contacted by the Student Registrar to set up an online student registration account and intake interview.
- Be trained at the intake interview to register for classes for current quarter classes as well as future quarters from the convenience of your home computer.
- Confirmation of communication with Service Coordinator must be provided to the Student Registration before the start of each quarter or the student will be moved to Wait List status and will not be able to return to class until confirmation of communication has been submitted.

CAA may cancel a class after the second week of instruction if the number of registrants is less than 6 students.

Classes will be closed after 2 weeks of instruction to maintain a culture of learning integrity. Students can request to audit one class after this time to see if he or she would be interested in enrolling in this course.

➤ **Reporting Absences, Sickness, Sanitation Procedures**

If a student is going to be absent, please CAA's telephone number, 408-538-3809, Option 0 to report the absence. Potential of a communicable disease exposure needs to be reported promptly to CAA administration. Please alert the CAA administration of all doctor correspondences and permissions to return to class. Students are not to share food due to health and sanitation procedures, including celebrations such as birthdays. Because this is a college environment,



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birthdays are encouraged to be celebrated in other ways such as singing a song or receiving a class card.

When using the bathroom, be sure to maintain high sanitation procedures and wash hands before returning to class. CAA does not provide toileting assistance or dispense medication to students. CAA is also not responsible for supervision of bathroom or behavior which occurs in a bathroom setting.

➤ **Artistic Production & Performance Classes**

Students enrolled in classes involving activities outside of the CAA class site are expected also to attend those class-related activities as part of required course work unless arrangements have been made with the instructor. Medical exceptions are always exempt. Performances and other work are collaborative and the absence of one student affects the ability of others. To receive full credit and maintain class enrollment status, the student must demonstrate responsible participation in all class-related activities, including community performances which may happen outside of regularly-scheduled class time.

RSVP of community performance attendance is required to professors ahead of the event. Responsible participation also involves following class instructions regarding required attire and conduct. The expectation is that community performances are an integral part of the class and promote and augment CAA's vision of Empowering the Student Body to Creatively Transform Perception of how the World Views Individuals with Disabilities.

Students are to check in 15 minutes prior to all community performances. After the performance has ended, direct supervision will not be provided.

Students involved in class creative processes do so with the agreement that all work produced in classes are and remain the property of the College of Adaptive Arts. Any proceeds from artistic products created will go directly back into supporting the departments from which the artistic products were created.



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Accordingly, Students agree to assign to CAA as its exclusive property, all rights and interest in any copyrightable works, created, developed or conceived solely by the programs Student or jointly with other Students or CAA staff, while enrolled at CAA for CAA or activities or that are otherwise made through the use of CAA time, facilities, or materials.

Students agree to execute all necessary papers and otherwise provide proper assistance (at CAA's expense, during and subsequent to Students' enrollment at CAA, to enable CAA to obtain for itself or its nominees, trademarks, copyrights, or other legal protection for such intellectual property in any and all countries.

➤ **Learning and Event Environment Protocols**

CAA strives to provide a collegiate atmosphere and adult, independent environment for its students, free of obstruction, restraint, and fostering freedom and respect. Parents and caregivers should support this effort and situate themselves outside of CAA learning environments or in a separate area from students at CAA-sponsored event environments unless arrangements have been made with the instructor/admin. The staff operational goals of instructor-led, student-centered, professional, independent, respectful, safe, congenial, stress-free and positive opportunities for the building of skills within the student population and within all CAA-related interactions must be respected by all parents/caregivers. Communications between CAA staff, professors, careproviders and students focus on the students' individualized goals and preferences for each class.

Parents/caregivers must also refrain from any behaviors or activities that 1) impede the effort to provide the above opportunities or 2) conflict with any of the above-described operational goals of individualized instruction.

Parents/caregivers must adhere to the same policies as students. Parents/caregivers exhibiting disruptive behavior will be asked to leave the premises. CAA maintains the right to ban participation of any individuals



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exhibiting inappropriate, harmful, or disruptive interactions. CAA reserves the right to enforce this policy and to ban any individual from learning and event.

➤ **ARTS Behavioral Model for Students**

Attitude: Always demonstrate positive thoughts and deeds; leave negativity at the door. We will be **GLAD: We Are Going to Leave it At the Door**.

Respect: Demonstrate professional and respectful conduct when on CAA campus, during and between classes, and during college organized community outings.

Trust: Treat others as equals and always make them feel special. Never show off your own outside accomplishments or relationships.

Support: Help everyone learn by:

- 1) Recognizing your professor as the leader of the class
- 2) Following instructions
- 3) Encouraging fellow students – let them learn their own way at their own pace
- 4) Letting your fellow student teach YOU something

➤ **Additional Online ARTS Behavioral Model for Students**

Attitude: **Always demonstrate positive thoughts and deeds; leave negativity at the door.**

- ***Be GLAD! When Cardinals turn class on, they turn problems off.***
- Be patient and flexible
- Come to class ready to learn, with class materials on-hand.



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Respect: Use appropriate words and actions; never inappropriate words or behaviors.

- ***Teamwork makes Cardinal classes work!***
- EVERYTHING must be family friendly (such as your background, materials you share, anything we see on camera, what you say, and anything you wear.)
- Treat your online learning space as you would a live classroom. Conduct yourself professionally, stay at your workstation, do not eat during class (you may drink).
- Students are requested not to use personal photos as backgrounds in the online classroom. It can distract the class, and result in a safety issue if a student uses someone's photo without permission or with content inappropriate to the class environment.

Trust: Treat others as equals and always make them feel special; never show off your personal outside interests or relationships.

- ***Show everyone that 'Cardinals care!'***
- Bullying is never allowed.
- Engage in class conversation and class-related computer navigation only.
- Always chat to "everyone"; do not have personal conversations in the chat area.
- Do not talk over others; instead, focus on hearing what others have to say.

Support: Help everyone learn by 1) recognizing your teacher as the leader of the class, 2) following instructions, and 3) encouraging fellow students-let them learn their own way, at their own pace, and let them teach YOU something!

- ***When Cardinals hold each other up, everyone flies!***
- Raise your hand to talk. If on the phone, simply say "hand up."
- Understand your instructor may disable your video/audio during some teaching moments.
- Only perform internet searches or pull up materials from your computer if asked to do so.
- Appreciate the different types of assistance and materials we each use to successfully learn.



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➤ **ARTS Behavior Model for the Support Team** (staff, families, caregivers, community members)

Attitude: Always demonstrate positive thoughts and deeds; leave negative and non-productive thoughts, comments, and actions outside. We will be **GLAD: We are Going to Leave it at the Door.**

Respect: Use appropriate physical and verbal communication instead of confrontation or intentional invasion of another's space, name-calling, negative tone, yelling or other verbal bullying, or other non-productive/negative verbal and physical discourse.

Trust: Treat others as equals and always make them feel special. Always give credit where credit is due. Instead of focusing on whether the spotlight is shining on oneself, make sure it is shining on someone else. Then everyone and everything within the big picture will be illuminated.

Support: Help everyone learn by 1) recognizing one's personal role in an effort, 2) supporting leadership, 3) approaching problems with positive and production solutions, 4) encouraging others in their unique personal styles of communication and work, and 5) being prepared for what one is responsible for contributing to the CAA environment.

➤ **Public Displays of Affection**

CAA maintains a professional work and learning space. Public Display of Affection (PDA) will be redirected and discouraged within the CAA classrooms, learning space and waiting areas to reinforce a professional environment.

COVID-19 & Social Distancing Policies: CAA will adhere to the latest policies from the County and State Health Departments regarding physical social distancing



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and sanitation and health procedures during times of pandemic and public enforcements.

➤ **Addressing & Redirecting**

CAA personnel will address misconduct from an educational perspective to help students understand why their behavior might not be appropriate and/or is disruptive. CAA personnel are trained to address matters in a respectful manner with sensitivity to the students age and abilities.

CAA personnel will inform parents/caregivers via email and in person if possible, the same day misconduct occurred (if in person, it will be done in discreet manner).

If misconducts continue, parents/caregivers and student will attend a meeting with a CAA Director and/or Dean of Instruction to discuss additional strategies needed to help student learn and understand importance of professional and respectful conduct at the college campus.

➤ **Communications**

Weekly Updates each week of the Quarter are sent out Monday mornings via email. All pertinent updates and new community performances are included in the Weekly Updates Email. Email info@collegeofadaptivearts.org to have a new email added to the Weekly Updates, or you can sign up at the top of the CAA homepage.

Personal Facebooking, texting, or emailing of instructors and staff is not permitted. Once an individual becomes a CAA staff person, they are instructed to Un-friend any students on social media to maintain professional lines of community. Communication should instead occur through CAA phone, Official CAA Facebook Page, or email messaging and the Communications Director should always be visibly cc'd (info@collegeofadaptivearts.org).



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Any discussion with instructors should not occur during instructional time but should instead be forwarded in email form and visibly "cc'd" to the Communications Director.

Feedback and input for the CAA administrative and leadership teams can be submitted in written form to the feedback box positioned in the parent waiting areas. We appreciate submission of all feedback through this process so we can make sure the best individual receives the information/contacts you. You may also email feedback@collegeofadaptivearts.org with your input. Please include the following information:

- 1) What was observed/what took place?
- 2) What remedies have been tried to date to improve the situation?
- 3) What would you like to see as an optimal outcome from this feedback?

Please cc Communications Director/Executive Director on all such correspondences. The CAA administration welcomes input, suggestions, comments, concerns. In-person meetings or phone call appointments will be scheduled to ensure that situations are handled with effectively and promptly.

Outside CAA-sponsored event environments are led by working CAA staff members who must be respected as the final authority regarding enforcement of policies. All policies and consequences will remain the same. Staff leaders reserve the ability to make final decision related to policies, procedures, problems, and consequences. Any concerns that may arise at an outside CAA-sponsored event should not be addressed to the venue host and should instead be addressed to the instructor-leader(s) who will facilitate a resolution. Concerns regarding such resolutions should be respected, should not be aired at the location of the event or in the presence of the hosting parties, and should instead be respectfully discussed after the event through the above email process. Failure to follow these policies may result in restrictions to participation in and attendance of future outside events.



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➤ **Safety & Supervision**

Signing in and out:

If no guardian is staying on the premises, it is assumed the student is independent, will not wander, and is in charge of their own sign-in/sign-out.

Students must sign into and out of classes and events on the instructor's designated sign-in/sign-out sheet.

Instructors will arrive 15 minutes early and stay 15 minutes after class. Students may not remain in the classroom before or after this time. Independent students may take advantage of the pick-up and drop-off waiting area. Students who are picked up by caregivers and are not picked up promptly after class may be asked to leave that class.

During community performances, it is expected that care providers and parents who remain onsite be present and alert to assist with his or her student's behavioral or medical concerns.

Direct supervision will not be provided between or outside of class time, such as during lunch, breaks, or more than 15 minutes before or after class. Students will need to wait outside the door if they arrive early, are present during breaks when the site is closed, or remain after daily designated site hours. Once students sign out independently at the site, CAA is not responsible for their supervision.

➤ **Medication and Caregiving:**

Students requiring medication must be self-supporting. Instructors will not be expected to stop class to remind about medication or administer medication. Students and care-givers are aware CAA is a learning environment and not a day care with clinical staff. If medication is a concern, a care-giver should remain available during class time.

Instructors do not provide toileting or other physical caretaking of the student. Students needing such support will require the presence of a parent/caregiver.



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Students who are seizure-prone are requested to have a caregiver present during instruction to care for them during episodes. Student who require regular behavioral redirection must have a careprovider present during class time.

Students may not offer or share food without written consent due to allergy issues, choking hazards, and other potential risks. Students bringing their own lunch may not expect to use classroom facilities for cooking food, assistance with food preparation, or assistance with eating.

If a medical emergency occurs within the classroom such as seizures, encephalitic attacks, asthma attacks, sensory-based reactions, or other episodes causing diminished control of personal physical condition, cognitive function or behavioral ability, **CAA reserves the right to also call 911 even if the careprovider is present if the administrator believes this to be warranted.** In the case of a medical situation not requiring emergency transportation the student's careprovider will be responsible for ensuring safe exit out of the site to an environment providing proper support.

If such events are determined to be ongoing, CAA may require a receipt of written statement by a medical professional that it is safe for the student to return to class.

- **Violence:**

CAA enforces a zero-tolerance policy regarding violence against persons or property. Occurrences of violence will be grounds for removal and may result in appropriate legal action.

- **Smoking:**

Smoking is not permitted at CAA learning environments or CAA-sponsored event environments. Failure to adhere to this policy will be grounds for removal.

- **Drug and Alcohol Use:**

Students are not permitted to bring drugs and alcohol to or consume drugs and alcohol at CAA learning environments or CAA-sponsored event environments. Failure to adhere to this policy will be grounds for removal.



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➤ **Transportation**

Students involved in classes that include activities away from the CAA campus, including touring ensemble classes, must arrange independent transportation including drop-off and pick-up.

The staff of CAA is not permitted to transport students to and from classes and events or involve themselves in the arrangement of student transportation except in extreme cases of no alternative means, and then only with a current Transportation Release of Liability Waiver on file.

All student transportation should be arranged outside of the learning environment and without the involvement of staff members.

If traveling to and from class independently with a transportation service, students must wait inside the site at a designated area for the driver to pick them up.

Students receiving outside transportation must be aware of designated waiting spaces outside of the immediate CAA classroom area. CAA is not responsible for students before class, during breaks, or after class. Any student using outside transportation must be able to wait independently for pick up and make their way to class independently from their drop-off point.

➤ **Harassment**

CAA is committed to providing a student learning environment free of unlawful harassment. CAA's policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. CAA's anti-harassment policy applies to all persons in the environment of CAA, at related CAA events, and participating in CAA-related communications. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics



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or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, religious affiliation, or any other protected basis
- Threats and demands to submit to sexual requests
- Retaliation for reporting or threatening to report harassment
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law, or by CAA policy.



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**ACKNOWLEDGEMENT AND CONFIRMATION
of CAA Policies & Procedures for Students, Parents, Guardians, &
Careproviders – Updated September 2020
[Only need to return if not using online FormsPlus version]**

Please sign & return this page; Retain Policy Document for Reference

I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this document.

I acknowledge that I have read and understand the updated policies.

CAA Student Signature

Date: _____

Caretaker/Conservator/Guardian Signature

Date: _____

FOR DAILY CARE PROVIDERS/ASSISTANTS/1:1s TO STUDENTS:

I have read the above policies and will ensure effective communication between the student, the CAA site staff, and a students’ residential care providers or parents/guardians on homework, projects, or upcoming performances.

Care Provider/Assistant/1:1 to Student

Date: _____